JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts   455 Golden Gate Avenue   San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf   Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **BUSINESS SYSTEMS ANALYST**

JOB REQUISITION: **2546**

LOCATION: **SAN FRANCISCO**

DEPARTMENT STATEMENT

The Business Systems Analyst position with the Information Services Division (ISD) of the Administrative Office of the Courts (AOC) will be responsible for planning and conducting analysis, design, testing, and documentation of new and existing Web sites. The analyst will work with end users and other business systems analysts, application managers, and development teams to identify and explore Web technologies that effectively support business objectives. In addition, the analyst will establish and implement procedures to ensure client satisfaction.

RESPONSIBILITIES

- Research, recommend, and apply Web technologies to judicial branch needs;
- Investigate, analyze, and evaluate feasibility of new Web sites, new technologies for existing Web sites, and Web applications;
- Develop project cost and benefit estimates;
- Recommend resource needs for staff and consultants;
- Using standard methodologies, analyze user operational procedures to develop functional requirements for Web applications and Web-delivered services;
- Develop alternative solutions for Web technology to resolve business and system development problems;
- Assist with design and creation of database applications delivered using Web technology;
- Develop, maintain, and document business procedures for Web site production and maintenance;
- Provide support and training for users responsible for development and maintenance of Web sites or Web-delivered applications;
- Collaborate with vendors to resolve software problems and evaluate new products and software tools;
- Prepare comprehensive written analyses of problems and solutions;
- Develop testing criteria, test plans, test scripts, and test cases for new system implementations and enhancements; including conducting usability testing and measuring performance success.
- Work directly with clients on the research, evaluation, and development of Web-based solutions for the trial courts and the AOC.

QUALIFICATIONS

Equivalent to possession of a bachelor¿s degree, preferably with major course work in computer science, public or business administration and two years of experience in business or systems analysis, design, operational or system documentation development, and workflow analysis/process re-engineering. Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.

OR

Two years as a Staff Analyst with the judicial branch in information systems.

This position may require occasional statewide overnight travel, overtime and weekend work. This position must be able to respond to information system emergencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of Web site design, development, and delivery of content and services;
- Telecommunications as applied to the Internet;
- Program design, information architecture, usability and quality assurance testing, documentation, and performance measurement;
- Familiarity with multiple hardware platforms and the interrelationship of different operating systems;
- Contracts preparation/management for Web-related products and services;
- Web-based development tools, languages, and report generators;
- Design and development of Web sites and Web-based applications that meet organizational business needs;
- Expertise with HTML and creation of HTML-based prototypes of Web sites;
- Developing project cost and benefit estimates;
- Familiarity with basics of XML, Cold Fusion, SQL, UNIX and Apache is highly desirable.

Ability to:

- Effectively collaborate and present to individuals and groups;
- Research, recommend, and apply Web technologies appropriate to judicial branch needs;
- Conceptualize and integrate Web sites and Web-based applications within an enterprise-wide information systems architecture;
- Investigate, analyze, and evaluate feasibility of new Web sites, new technologies for existing Web sites, and applications delivered through the Web.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers/view.htm**, select job category "Info Systems & Technology", and search for Job Req #2546, Business Systems Analyst. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To request a printed application, please contact:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272   Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: $5,835 - $7,092 per month
(Starting salary may vary between $5,835-$6,418 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer
A supplemental questionnaire follows this announcement.
SUPPLEMENTAL QUESTIONNAIRE
FOR
BUSINESS SYSTEMS ANALYST
(Req. #2546)

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1.What has been your most successful Web project to date, and why was it successful?

2.Have you had any experience with distance education and if so, what are the challenges you see?